

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O., No. 54, 31st January 1911.

Press and Registration of Books Act.

Stating that the Government have no power to make a rule under section 20 of the —
(No. XXV of 1867) prescribing a penalty for the infringement of the rules framed under that
Act.

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Act.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from Rao Bahadur M. RANGACHARYA, M.A., Registrar of Books, Madras.
To—the Secretary to Government, Educational Department (through the Director of Public Instruction).

Dated—the 29th September 1910.

No.—2181.

As instances of failure to obey the rules embodied in the accompanying notification have recently occurred in the City of Madras as well as in the mufassal, and as no penalty is prescribed in Part 4 of the Press and Registration of Books Act for the infringement of such rules, I have the honour to request that a specific penalty be prescribed by Government in a new rule framed under section 20 of the said Act XXV of 1867, as amended, for the information and guidance of printers and also of Magistrates before whom complaints are lodged against delinquent printers.

2. The opinion of the Government Solicitor on this subject is herewith forwarded along with a copy of my letter addressed to him thereon.

ENCLOSURES.

(1)

Notification.

The following rules framed under section 20 of the Press and Registration of Books Act, 1867, as amended, are republished for general information :—

RULES.

1. One copy, or, if requisition be made, a further copy or copies not exceeding two, of every book printed or lithographed within the Presidency of Fort St. George shall, as required in section 9 of the Act, be delivered to the Registrar of Books at his office, Madras.

2. At the same time the printer or lithographer shall furnish the Registrar with a memorandum duly dated and signed by himself and countersigned by the publisher and containing the following particulars :—

- (1) The title of the book and the contents of the title page.
- (2) The language in which the book is written.
- (3) The name of—
 - (a) the author,
 - (b) the translator, and
 - (c) the editor
 of the book or any part thereof.
- (4) The subject of the book.
- (5) (a) The place of printing, and
(b) the place of publication.
- (6) (a) The name or firm of the printer, and
(b) the name or firm of the publisher.
- (7) The date of delivery from the press and of the publication.
- (8) The number of sheets, leaves, or pages.
- (9) The size.
- (10) The number of the edition.
- (11) The number of copies of which the edition consists.
- (12) Whether the book is printed or lithographed.
- (13) The price at which the book is sold to the public.
- (14) The name and residence of the proprietor of the copyright or of any portion thereof.

3. The receipt referred to in section 10 of the Act shall be in the following form :—

“I, A.B., Registrar of Books, Madras, do hereby acknowledge to have received from C.D., “printer (or lithographer, as the case may be), a copy of _____ with a
“memorandum of the particulars specified in paragraph 2 of the rules published under notification,
“dated _____”

4. The Registrar of Books shall deposit all books received under section 9 (a) of the Act in a separate library which shall be constituted a reference library.

5. Every keeper of a printing press shall, within ten days after the first day of January, the first day of April, the first day of July and the first day of October of each year, forward to the District Magistrate, or if the press is situate within the limits of the town of Madras to the Chief Presidency Magistrate, a return in the appended form of all books printed at his press in the quarter preceding the said dates, or if no books have been printed at his press, a statement to that effect—

Quarterly return of books and pamphlets issued from the

Press.

Full title of book (contents of title page).	Printer and place of publication.	Date of delivery from the Press and of the publication.

6. The catalogue of books printed within the Presidency of Fort St. George and referred to in section 18 of the Act shall be kept by the Registrar of Books.

7. The Registrar of Books shall forward to the Secretary to Government, Educational Department, through the Director of Public Instruction, at the end of each quarter, an extract from the catalogue of the books registered during the quarter, a note being attached to each entry stating whether or not the copyright has been registered. Similar extracts shall be forwarded quarterly to each District Magistrate and the Chief Presidency Magistrate for the books printed within their jurisdictions.

8. On receipt of the fee of Rs. 2 referred to in section 18 of the Act, the Registrar shall note the payment in the catalogue of books and give a certificate declaring that the copyright of the work has been so registered. Tender of payment to secure copyright shall be made in a written application praying for registration under the Indian Copyright Act, 1847.

9. Nothing in the foregoing rules shall apply to—

- (1) an edition of a book in which no additions or alterations, either in the letter-press or in the maps, prints or other engravings, belonging to the edition last preceding, have been made provided that a copy of the first or later edition of the book was delivered;
- (2) any periodical work published in conformity with section 5 of the Press and Registration of Books Act, 1867.

(2)

Letter—from Rao Bahadur M. RANGACHARYA, M.A., Registrar of Books, Madras.
To—the Government Solicitor, Madras.

Dated—the 17th September 1910.

No.—2144.

I have the honour to request that you will be so good as to inform me whether a printer who violates any of the rules framed by the Local Government by virtue of the powers vested in them under section 20 of the Press and Book Registration Act is subject to any penalty. If so, what kind of penalty can be imposed upon him and under what authority in law.

(3)

Letter—from W. O. DAVID, Esq., Government Solicitor, Madras.

To—the Registrar of Books, Madras.

Dated—the 22nd September 1910.

No.—1193.

I have the honour to acknowledge the receipt of your letter No. 2144 dated the 17th instant.

2. No penalty is prescribed for infringement of the rules framed by the Local Government under section 20 of the Press and Book Registration Act. There appears, however, to be nothing to prevent your refusing to accept copies except under conditions conforming with the rules and enforcing the penalties prescribed by Part 4 of the Act.

3. The power to make by-laws impliedly includes a power to prescribe penalties for their infringement and the Local Government therefore has power to prescribe penalties for breaches of the rules.

N. Ref. on Cur. No. 6455/10, dated 8th October 1910.

Submitted.

A. G. BOURNE,
Director of Public Instruction.

II

Memorandum No. 1984-1, Educational, dated 21st October 1910.

With reference to his letter No. 2181, dated 29th September 1910, requesting the Government to prescribe a penalty for the violation of the rules framed under section 20 of the Press and Registration of Books Act, 1867, the Registrar of Books is requested to state what rule or rules have been infringed, giving instances of such infringement, and what penalty may in his opinion be prescribed for such infringement.

(By Order.)

M. S. MASCARENHAS,
Under Secretary to Government.

To the Registrar of Books.

III

Letter—from Rao Bahadur M. RANGACHARYA, M.A., Registrar of Books, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 28th October 1910.
No.—2304.

With reference to Memorandum No. 1984-1, dated the 21st instant, I have the honour to state that, in the case of a printer in the Vizagapatam district failing to submit certain memoranda of particulars and quarterly returns due from him, in spite of several reminders sent by the District Registrar of Vizagapatam, the Magistrate who tried his case sentenced him, under section 16 of Act XXV of 1867, as amended, "to pay a fine of Rs. 10, or in default to suffer rigorous imprisonment for ten days" for the non-submission of the memoranda of particulars, but held that, in regard to the non-submission of the quarterly returns, he was "not guilty" and acquitted him under section 245, Criminal Procedure Code, "as no penalty has been provided for in Part IV of Act XXV of 1867 for non-submission of the returns referred to." As there have been several instances of such defaults committed by printers in the mufassal as well as in the City of Madras in regard to the submission of memorandum of particulars and also quarterly returns, I request that, as a preventive measure, a penalty not exceeding Rs. 10 for every infringement of rule 2 or 5 in Government's notification (Judicial) No. 216, dated 1st April 1910, may be prescribed in a new rule framed in accordance with the powers vested in them under section 20 of the said Act XXV of 1867, as amended.

IV

Memorandum No. 2131-1, Educational, dated 30th November 1910.

Rule 2 of the rules framed by Government under section 20 of the Press and Registration of Books Act, 1867, requires every printer or lithographer in the Presidency to furnish the Registrar of Books with a memorandum of particulars along with the book or books delivered to him under section 9 of the said Act, and rule 5 requires every keeper of a printing press to forward to the District Magistrate or the Chief Presidency Magistrate, as the case may be, a quarterly return of all books printed at his press. The Registrar of Books reports that there have been several instances of printers not furnishing the required memorandum of particulars and the quarterly returns and, in order to prevent such omissions, he suggests that a penalty not exceeding Rs. 10 for every infringement of rule 2 or rule 5 may be prescribed by a new rule under section 20 of the Press and Registration of Books Act, 1867. The Advocate-General is requested to state whether the Government have power to prescribe a penalty as suggested in rules framed under section 20 of Act XXV of 1867.

C. A. INNES,
Deputy Secretary to Government.

To the Government Solicitor.

V

Letter—from W. O. DAVID, Esq., Government Solicitor, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 22nd December 1910.
No.—1605.

ABSTRACT.—Forwarding the following opinion of the Advocate-General dated 22nd December 1910 :—

OPINION.

[A proposed rule prescribing penalties for breach of rules made under section 20 of the Press and Registration of Books Act, 1867.]

Under the common law, a power to make a by-law necessarily implies the power of enforcing it by a pecuniary penalty (see *Hall v. Nixon*, L.R. 10, Q.B. 152, at page 159). In the absence of any countervailing considerations, it might accordingly be held that under section 20 of Act XXV of 1867 the Local Government have the power to prescribe penalties for the infringement of the rules made under the Act. But the uniform practice of the Indian legislature has been either to prescribe penalties in the statute itself even in respect of the infringement of rules to be made under the statute or to expressly empower the rule-making authority to prescribe penalties for breaches of the rules. In illustration of the former method, I may refer to section 3 of Act XVI of 1863, section 14 of Act XXII of 1867, section 4 of Act VIII of 1870, section 15 of Act XV of 1881, section 9 of Act XVI of 1881 and section 9 of Act XII of 1882. As illustrations of the latter method, I may mention section 4 of Act XVI of 1880, section 7 (3) of Act XIII of 1885, section 163 (4) of Act VI of 1901. I am therefore inclined to take the view that the local Government have no power to pass a rule under section 20 of Act XXV of 1867 prescribing a penalty for the infringement of the rules framed under the Act. For another instance of a case in which an English maxim of interpretation of statutes was held inapplicable in this country with reference to the practice of the Indian legislature, I would refer to the decision in *Bell v. The Municipal Commissioners of Madras* (I.L.R., 25 Mad., 457, at pages 467, 470 and 495 to 502). I may also point out that under section 18 of Act XXV of 1867 the obligation of preparing the memorandum (*so far as may be practicable*) is imposed upon the Registrar and that there is no provision in the Act for the submission of returns by keepers of printing presses. It is open to doubt whether rule 5 can be said to be required "to carry out the objects of the Act."

P. S. SIVASWAMY AIYER,
Advocate-General.

Order—No. 54, Educational, dated 31st January 1911.

The Government are advised that they have no power to make a rule under section 20 of Act XXV of 1867 prescribing a penalty for the infringement of the rules framed under that Act.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction
,, Judicial Department.

NOTES CONNECTED WITH G.O., No. 54, EDUCATIONAL, DATED
31st JANUARY 1911.

[SUBJECT.—*Penalty for the violation of the rules framed under the Press and
Registration of Books Act.*]

Previous papers:

G.O., No. 258, Educational, dated 30th April 1909.
" " 491, Judicial " 1st " 1910.

From the Director of Public Instruction, dated 8th October 1910, No. 6455.

The rules framed under section 20 of the Press and Registration of Books Act, 1867, as amended up to 1st April 1910, will be found on page 6 of the current file.

2. The Registrar of Books states that instances of failure to obey these rules have recently occurred both in the City of Madras and in the Mufassal and requests that some specific penalty may be prescribed for the infringement of the rules by framing a new rule under section 20 of the Press and Registration of Books Act, 1867. The Government Solicitor, whom the Registrar had consulted, is of opinion that Government have power to prescribe penalties for the infringement of the rules.

3. Rules (1) and (2) of the rules referred to above require printers to deliver to the Registrar of Books not more than three copies of every book printed by them, together with a memorandum of particulars and rule (5) requires them to furnish a quarterly return of books printed by them to the district magistrates in the Mufassal and to the Chief Presidency Magistrate in Madras. A penalty for non-delivery of books is already prescribed in section 16 of the Press and Registration of Books Act, but no penalty has been specifically prescribed for failure to furnish the quarterly return of books printed as required by rule (5). Apparently, the Registrar of Books wants a specific penalty to be prescribed for failure to furnish the quarterly returns. But as these returns are to be furnished to the magistrates, it is the magistrates and not the Registrar of Books who should take action to compel printers to furnish the quarterly returns. No magistrates seem, however, to have made any report to Government that printers have failed to furnish the prescribed returns and the Registrar of Books does not state for the infringement of which rule he requires a specific penalty to be prescribed.

4. It is therefore submitted that before any further action is taken in the matter, the Registrar of Books may be requested to state what rule or rules have been infringed recently and what penalty may in his opinion be prescribed for such infringement.

5. The draft is for approval.

T.K.—21-10-10.

Issue.

M. S. MASCARENHAS—22-10-10.

[Memorandum No. 1984-1, dated 21st October 1910.]

From the Registrar of Books, dated 28th October 1910, No. 2304.

The Registrar of Books states that rule 2 of the rules framed by Government under section 20 of the Press and Registration of Books Act, 1867, requiring the printers to furnish the Registrar of Books

Page 6 of G.O.,
April 1910.

Judicial, dated 1st

with a memorandum of particulars of every book printed at their presses and rule 5 requiring the keeper of a printing press to furnish the District or the Chief Presidency Magistrate, as the case may be, with a quarterly return of all books printed at his press have been infringed and he suggests that a penalty not exceeding Rs. 10 may be prescribed for every infringement of rule 2 or rule 5.

2. From the Registrar's letter it appears that a printer in Vizagapatam was prosecuted for the non-submission of the memorandum of particulars and of the quarterly returns and that the Magistrate who tried the case fined the printer Rs. 10 for the non-submission of the memorandum of particulars but found him not guilty in respect of the non-submission of the quarterly returns and acquitted him under section 245 of the Criminal Procedure Code on the ground that no penalty was provided in Part IV of Act XXV of 1867 for non-submission of the returns referred to. As already noted a penalty is prescribed in section 16 of the Press and Registration of Books Act for the non-delivery of books, but no such penalty is prescribed for the non-submission of the memorandum of particulars or of the quarterly returns. It does not appear from the Registrar's letter whether the printer who was prosecuted in Vizagapatam failed to deliver books as well as the memorandum of particulars or whether he delivered the books but failed only to furnish the memorandum of particulars. If the case was one of the former description, the conviction of the printer was quite legal but if it was of the latter description, the conviction could not be legal, as no penalty is prescribed in section 16 of the Press and Registration of Books Act for the non-submission of the memorandum of particulars prescribed in rule 2 of the rules framed under section 20 of the Act. Perhaps the Magistrate held that the furnishing of a memorandum of particulars was part and parcel of the obligation in regard to the delivery of books imposed by section 9 of the Act.

3. The question now for consideration is whether a penalty should be prescribed for the non-submission by a printer of the memorandum of particulars and of the quarterly returns prescribed in rules 2 and 5 of the rules framed under section 20 of the Press and Registration of Books Act, and, if so, whether the Government have the power to prescribe a penalty. In order to secure the due submission of the memorandum of particulars and the quarterly returns, it seems to be desirable to prescribe a penalty. As regards the power of Government to prescribe a penalty, the Government Solicitor, whom the Registrar of Books consulted in the matter, states that the power to make "by-laws impliedly includes a power to prescribe penalties for their infringement and the local Government therefore has power to prescribe penalties for breaches of the rules". But it seems doubtful whether the Government have such power. For example, the local Government have power to make laws except for certain specified purposes but they cannot impose any penalties by those laws except with the previous sanction of the Government of India—*vide* paragraph 3 (1) of the Instructions to local Governments regarding legislation in local Councils. In these circumstances, it seems advisable to consult the Advocate-General in the matter. If this suggestion is approved, the draft may issue.

T.K.—22-11-10.

Submitted that the opinion of the Advocate-General may be consulted in the matter.

K. RANGASWAMI AYYANGAR—28-11-10.

Issue.

C. A. INNES—30-11-10.

Memorandum No. 2131-1, dated 30th November 1910.

From the Government Solicitor, dated 22nd December 1910, No. 1605.

The Advocate-General is inclined to the view that the local Government have no power to pass a rule under section 20 of Act XXV of 1867 prescribing a penalty

for the infringement of the rules framed under the Act. The Director of Public Instruction may be requested to inform the Registrar of Books accordingly.

2. The Advocate-General observes by the way that it is open to doubt whether the existing rule 5 can be said to be required to carry out the purposes of the Act, as under section 18 of the Act (XXV of 1867) the obligation of preparing the memorandum (so far as may be practicable) is imposed on the Registrar and the submission of returns by keepers of printing presses. It seems however to be unnecessary to rake up this question at present, although in the absence of a penalty for its infringement the rule will practically be of no use even if it should continue to remain in force.

But the returns are necessary in order to enable the memorandum to be prepared.

C. A. INNES.

Quite unnecessary. I do not believe the Advocate-General is correct. The point, however, is mainly one for Judicial.

C.A.I.

K. RANGASWAMI AYYANGAR—4-1-11.

I think that the Advocate-General is clearly right on the main point, and that the disposal may be as suggested in paragraph 1 of the above note. It seems hardly necessary at present to address India on the subject of amending the Act. But Judicial department framed the revised rules, and the file may go to it for remarks.

C. A. INNES—5-1-11.

To the Judicial Department.

Under Secretary—

JUDICIAL DEPARTMENT.

Prior to the issue of G.O., No. 491, Judicial, dated the 1st April 1910, questions connected with the "Printing Presses and Books Act, 1867", were being dealt with in "Educational". Since, however, the Indian Press Act came into force, this Department has taken up the subject and the rules under section 20 of the Printing Presses and Books Act issued by Educational in G.O., No. 258, dated 30th April 1909, are now with some slight modifications incorporated in the consolidated instructions in regard to presses continued in G.O., No. 491, Judicial, dated the 1st April 1910.

2. Rule 2 of these rules requires the printer of every book to furnish the Registrar of Books with a memorandum containing the particulars referred to in section 18 of the Act, 1867 and rule 5 requires every printer to furnish to the District Magistrate or the Chief Presidency, as the case may be, with a quarterly return of books published in his press. These rules correspond respectively to rules 2 and 6 of the rules issued with Educational G.O., No. 258, dated 30th April 1909. The first-mentioned rule is for purposes of carrying out the direction in section 18 of the Act, while the object of the second is to ensure that no book escapes scrutiny.

3. The Registrar of Books brings to notice that the obligation imposed on printers by the above rules cannot be enforced in the absence of a penal clause and instances the case of a printer in Vizagapatam who did not furnish him with either the memorandum prescribed by rule 2 or the quarterly return prescribed in rule 5. The Advocate-General who has been consulted by "Educational" is of opinion that the local Government have no power to pass a rule under section 20 of Act XXV of 1867 prescribing a penalty for the infringement of the rules. He incidentally doubts the legality of rules 2 and 5 especially of the latter as it can hardly be said to be required to carry out the objects of the Act.

4. There are already five penal provisions (sections 12--16) in the Act itself which consist of only 23 sections. Even in regard to these provisions, it has been laid down in G.O., No. 491, Judicial, dated 1st April 1910, that prosecutions should not be ordinarily resorted to in the first instance. There does not seem to be therefore any necessity to consider the Registrar's recommendation, let alone the adverse opinion of the Advocate-General. If, however, it should be considered necessary to strictly enforce the obligation imposed by rules 2 and 5, we may perhaps get behind the difficulty raised by the Advocate-General, by resorting to prosecution under section 176 or, if necessary, 177, Indian Penal Code. The former section runs as follows:—

"Whoever being legally bound to give any notice or to furnish information on any subject to any public servant as such, intentionally omits to give such notice

T. E. MOIR. General, are legal. If it should be held that these rules are beyond the scope of the Act, the printer would not be legally bound to obey them and prosecution would be altogether out of the question.

5. But whether our rules are really *ultra vires* is a question that seems to require further careful consideration. Under section 20 of the Act (1867) the "local Government shall have power to make such rules as may be *necessary* or *desirable* for carrying out the objects of the Act." The words *necessary* or *desirable* would seem to leave a large amount of discretion to the local Government. Again though the connection between the object of the Act and the quarterly return prescribed in rule 5 may not be apparent, as pointed out by the Advocate-General, the same cannot be said of rule 2 which requires the printer to deliver along with the book, a memorandum giving the particulars specified in section 18 of the Act. For though this section lays down that a memorandum shall be registered and shall contain so far as practicable certain particulars, there is nothing in the Act itself to show whence all these particulars are to be obtained by the Registrar. Among other matters the memorandum should contain (if practicable) the *date* of issue from the press, number of copies of which the edition consists and the price at which the book is sold to the public. These particulars are not invariably printed in published books and the Registrar has therefore necessarily to turn to the printer for information, unless it be held that the phrase "if practicable" occurring in the section saves the Registrar from such a necessity.

6. For orders as to whether a further reference need be made to the Advocate-General.

T.V.T.—19-1-11.

I submit that we may concur in the view taken by Educational. We need not worry ourselves prematurely with legal difficulties, and this office is not the place to discuss them.

S. H. SLATER-21-1-11.

Rule 2 is legal, obviously as it is to enable the Registrar to comply with section 18 of Act XXV of 1867, but no penalty is attached to the breach of its provisions. Nor do I think the legality of rule 5 could be questioned as being desirable for carrying out the object of the Act which is to provide for the registration of printing presses, etc.—*vide* the preamble. Here again however there is no penalty, and as to the legal question of penalties the Advocate-General is our adviser in these matters. The disposal may be as proposed by the Deputy Secretary, Educational, in my opinion.

T. E. MOIR—23-1-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

May orders now issue as suggested by the Deputy Secretary in his note on page 3 *ante*.

K. RANGASWAMI AYYANGAR—23-1-11.

A draft may be prepared for the approval of Honourable Member.

C. A. INNES-26-1-11.

The draft order is for approval.

K. RANGASWAMI AIIYANGAR—27-1-11.

C. A. INNES—27-1-11.

Approved.

M. H[AMMICK]—30-1-11.

Issue.

L. DAVIDSON—31-1-11.

[G.O., No. 54, Educational, dated 31st January 1911.]

READ AGAIN G.O., No., dated 190

” ” ” ” ” ” 190

READ ALSO:—

~~4~~ C. No. 1984, From the S. P. J., No. 6455, dated 8. 10. 1906

xxx " Q131, " " Regulation of Books, " 2307, " 28. 10. 1900.

2581 York Solicitor 1605 22-12-1910

ORDER.

No. 54, dated 31-1-1961

Pe

The Government are advised that they have no power to make a rule under Sec 20 of Act XXV of 1867 prescribing a penalty for the infringementⁿ of the rules framed by ~~the~~ under that act.

27.1.11

CM
27

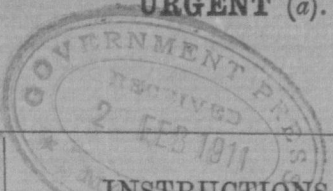
To
The D. P. J. (Opr + 293' + 0)
" Judicial Dept.
Depd
15

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.



Current No., dated 190 ..

G.O., No. 54 .., dated 31-1- 1901 ..

Number of MS. pages sent { Correspondence including order or orders
(b)
Notes.....

Docket Press and Registration of Books
Act stating that the foot have
no power to make a rule under Sec
20 of the (No. XXV of 1867) prescribes
a penalty for the infringement

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are returned
in the Press) Complete
Correspondence
and order Notes

FOR RECORD.*				
Madras Records	...	...	30	15
Ooty Records	...	...	10	3
For filing with original	...	...	1	1
Total			34	19

FOR ISSUE.†

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....		5			
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
Total					

Spare copies.	The Director of Public Instruction.....	5			
	The Comr. for Govt. Examinations.....				
	The Superintendent, Govt. Museum.....				
	The Surgeon-General.....				
	The Accountant-General.....				
	The Collector of.....				
	The P. D. B.....				
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INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

* Copies distributed on.....*(Press Clerk.)

† Copies distributed on.....*(Despatcher.)

* To be initialed and dated.

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, proof need not be sent. Please print and supply number of copies as indicated.
Type may be released after usual interval at once.	Type may be released after usual interval at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
.....Supdt.	Supdt.	Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	2-2-11 Lb.
First proof furnished on.....	8-2-11 Lb.
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	18-2-11 Lb.
Final copies supplied on.....	23-2-11 Lb.

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34		
" " " Issue.....	10		
For Volumes.....	16		
For E. T.....			
Total	60		